
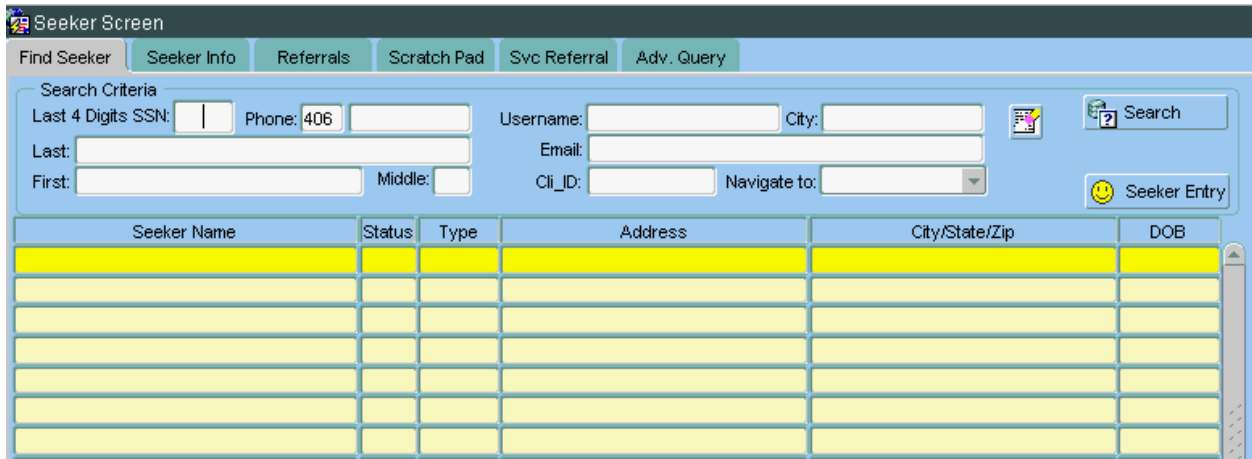


WIA SEEKER:

ENTERING NEW PARTICIPANTS

You must enter some basic information into MontanaWorks for new participants who will be enrolled in WIA programs. Always search for the participant in the Find Seeker section before creating a new record. Each participant should have only one record in MontanaWorks.

To open the Find Seeker screen, click on the Find Seeker icon .



Seeker Name	Status	Type	Address	City/State/Zip	DOB

Search for the participant using one of the following methods:

- ✓ Enter a Social Security Number
- ✓ Enter Last Name, First Name, and middle initial
- ✓ Enter part of a Last Name and part of a First Name
- ✓ Enter the last four digits of the Social Security number and part or all of the last name

Click on Search or hit Enter.

If only one participant is found, the Seeker Info tab will be displayed.

Seeker Screen - PEDRINA MESSINAROUND (1000089422) | Jim Pierce (406)202-1181

Find Seeker | **Seeker Info** | Referrals | Scratch Pad | Svc Referral | Adv. Query

First: PEDRINA MI: Last: MESSINAROUND Mailing Address: ☐ Bad Address Street Address: 1234 MISSOULA STREET 1234 MISSOULA STREET
 Phone: Email: Bbird@mt.gov ☐ Bad Email SIDNEY MT 59270 MISSOULA MT 59801

General | **Details** | Education | Employment | Other

Personal Information
 Date of Birth: 01/01/1991 ☐ E mail me jobs ☐ Disabled Both ...
 Age: 23 ☐ Show Employers Resume ☐ Work Limited
 Gender: F ☐ Info Cards ☐ Displ. Homemaker
 Citizen: Y ☐ Homeless ☒ Dislocated Worker
 Alien Reg #: LEP:

Seeker Status
 Participation: Start: 02/13/14 Exit: Last Update: 02/25/14 Contact: 01/29/14
 UI Last Continued Claim: Inactive
 Case Management: Active
 Next Appt: Time: Current Enrollments: WIA Adult - Local, State Incumbent Worker, NEG - Dislocated Worker Training.
 Next Task:

Veteran Information
 Vet Status: O - Other eligible p...
☐ Newly Separated Transition:
☐ Served in Campaign Served From: Served To:
☐ Honorable Discharge
☐ DD214 Verified

Services Provided

Date	Type of Service	Staff Assigned
02/26/14	Job Referral	Counselor Web
02/26/14	Job Referral	Counselor Web
02/26/14	Job Search Activities *	Counselor Web
02/26/14	Internet Assistance	Counselor Web

Source: Beverlee A. Frederick ☐ Secondary Staff Web Info Save Cancel

Several participants may match your search, unless you refine it using some of the techniques above.


Seeker Screen

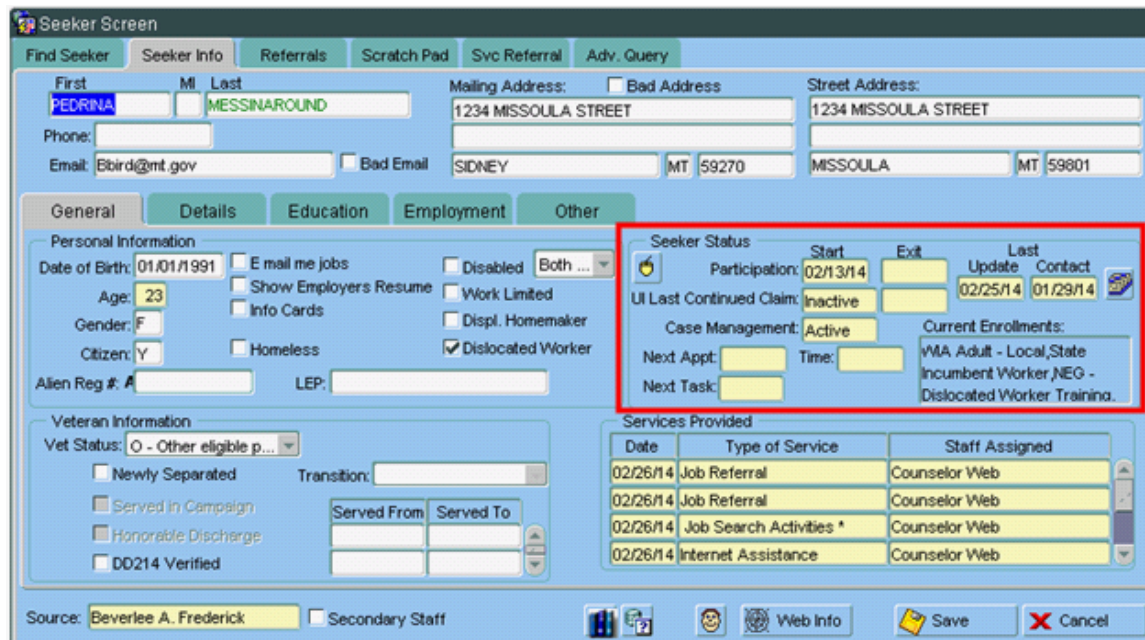
Find Seeker | **Seeker Info** | Referrals | Scratch Pad | Svc Referral | Adv. Query

Search Criteria
 Last 4 Digits SSN: Phone: 406 Username: City: Search
 Last: MES Email:
 First: P Middle: Cli_ID: Navigate to: Seeker Entry

Seeker Name	Status	Type	Address	City/State/Zip	DOB
MESCH, PARKER J	A	S V	2208 1ST AVE. N.	GREAT FALLS, MT 59401	06/25/1979
MESERVE, PEARL D	I	S	PO BOX 366	BAKER, MT 59313	12/02/1932
MESSINA, PAUL M	I	S	833 CHERRY STREET	MISSOULA, MT 59802	07/30/1981
MESSINAROUND, PEDRINA	A	C V	1234 MISSOULA STREET	SIDNEY, MT 59270	01/01/1991
MESSING THREE, PEDRINA	A	SC	8800 MESSING DRIVE	MISSOULA, MT 59801	12/03/1986
MESSING TWO, PEDRINA	A	SC	303 MESSING LANE	MISSOULA, MT 59801	12/12/2001
MESSINGAROUNDTENTH, PEDRINO S	A	S V	39 FIRST	MISSOULA, MT 59801	12/12/1945

Double-click on the correct participant's name to bring up their existing record.

You can then view information about the participant on the Seeker Info tab .



Seeker Screen

Find Seeker | **Seeker Info** | Referrals | Scratch Pad | Svc Referral | Adv. Query

First: PEDRINA MI Last: MESSINAROUND Mailing Address: 1234 MISSOULA STREET Street Address: 1234 MISSOULA STREET
Phone: Email: Ebird@mt.gov Bad Email: SIDNEY MT 59270 MISSOULA MT 59801

General | **Details** | Education | Employment | Other

Personal Information

Date of Birth: 01/01/1991 E mail me jobs Disabled Both ...
Age: 23 Show Employers Resume Work Limited
Gender: F Info Cards Displ. Homemaker
Citizen: Y Homeless Dislocated Worker
Alien Reg #: A LEP:

Seeker Status

Participation: Start Exit Last Update Contact
UI Last Continued Claim: Inactive 02/25/14 01/29/14
Case Management: Active Current Enrollments:
Next Appt: Time: WIA Adult - Local, State
Next Task: Incumbent Worker, NEG -
Dislocated Worker Training.

Veteran Information



Vet Status: O - Other eligible p...
Newly Separated Transition:
Served in Campaign Served From Served To
Honorable Discharge
DD214 Verified

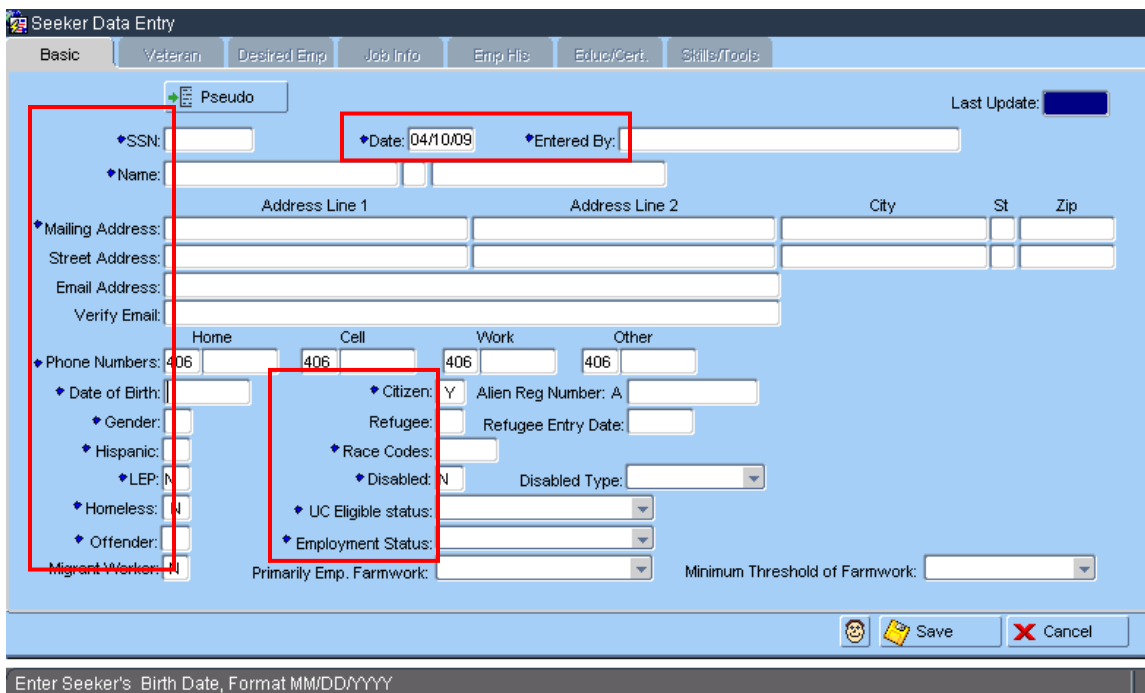
Services Provided

Date	Type of Service	Staff Assigned
02/26/14	Job Referral	Counselor Web
02/26/14	Job Referral	Counselor Web
02/26/14	Job Search Activities *	Counselor Web
02/26/14	Internet Assistance	Counselor Web

Source: Beverlee A. Frederick Secondary Staff Web Info Save Cancel

The Seeker Info tab shows current enrollments in WIA programs. You can also see if the participant is active in Employment Exchange or TAA programs.

If the participant is not found, click on the Seeker Entry button  Seeker Entry on the Find Seeker screen, or the Seeker Entry icon  on the top navigation bar. You will then be required to provide information on the Basic tab.



Seeker Data Entry

Basic | Veteran | Desired Emp | Job Info | Emp His | Educ/Cert. | Skills/Tools

Pseudo Last Update:

SSN: Date: 04/10/09 Entered By:

Name: Address Line 1 Address Line 2 City St Zip

Mailing Address: Street Address: Email Address: Verify Email:

Phone Numbers: Home Cell Work Other

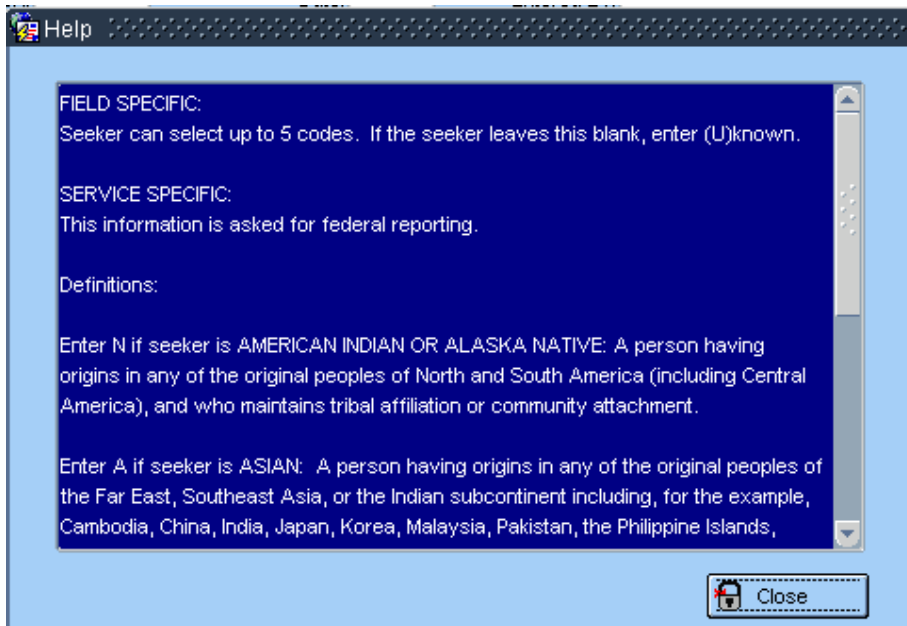
Date of Birth: Gender: Citizen: Y Alien Reg Number: A
Hispanic: Refugee: Refugee Entry Date:
LEP: Race Codes: Disabled: N Disabled Type:
Homeless: UC Eligible status:
Offender: Employment Status:
Migrant Worker: Primarily Emp. Farmwork: Minimum Threshold of Farmwork:

Save Cancel

Enter Seeker's Birth Date, Format MM/DD/YYYY

Any field with a blue diamond is a required field. Notice when you click on a field, in the lower left hand side of the screen, there is a hint to help you understand what kind of data is needed.

Select the F1 key on your keyboard for Help when your cursor is in a field. Not all fields have help text available.



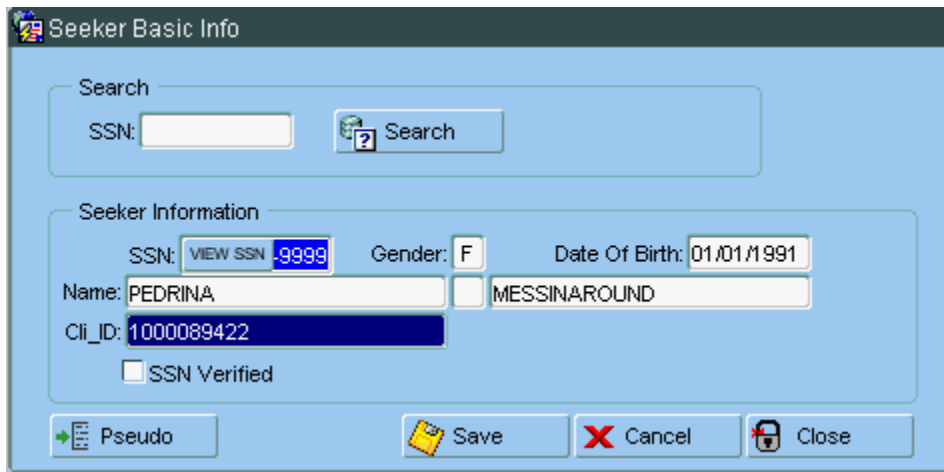
Complete the following tabs in the Seeker Data Entry section:

- ✓ Basic tab
- ✓ Veteran tab
- ✓ Education/Certification tab

Don't forget to Save! You can then view information on the Seeker Info tab.

Date	Type of Service	Staff Assigned
02/26/14	Job Referral	Counselor Web
02/26/14	Job Referral	Counselor Web
02/26/14	Job Search Activities *	Counselor Web
02/26/14	Internet Assistance	Counselor Web

If you need to find a participant's Social Security Number (SSN), click on Help, Seeker Basic Info. To view the entire SSN, click on [VIEW SSN -9999](#).



The screenshot shows a software window titled "Seeker Basic Info". It contains two main sections: "Search" and "Seeker Information".

Search Section: Includes a text input field labeled "SSN:" and a button with a magnifying glass icon and the text "Search".

Seeker Information Section: Contains several fields and a checkbox:

- SSN: A dropdown menu showing "VIEW SSN -9999".
- Gender: A dropdown menu showing "F".
- Date Of Birth: A text field showing "01/01/1991".
- Name: Two text fields, the first containing "PEDRINA" and the second containing "MESSINAROUND".
- Cli_ID: A text field showing "1000089422".
- SSN Verified: An unchecked checkbox.

Bottom Buttons: A row of four buttons: "Pseudo" (with a green arrow icon), "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Close" (with a lock icon).

If you have any difficulties, or receive a message in the lower left-hand corner that says, "Field protected against update," email the HELP Desk at mjshelp@mt.gov or email/call one of the WIA staff.